



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

ADMINISTRATIVE ASSISTANT

PN# 110966

Department of Public Works & Engineering

Public Utilities Division

Wastewater Operations Branch

611 Walker*

M - F, 8 a.m. -5 p.m.*

*Subject to change

9DESCRIPTION OF DUTIES AND ESSENTIAL FUNCTIONS

Perform professional administrative functions related to the development and implementation of policies and procedures in the assigned department. Interprets and implements basic rules, regulations, policies and procedures in day-to-day department operations. Drafts correspondence, reports and other documents; proofs/edits documents for accuracy, content and format. Prepares periodic and special reports, compiles information and maintains department reference information. Investigates problems/potential problems by means of written and verbal communications, prepares findings and recommends solutions. Organizes inventorying, cataloging, retention and retrieval of department documents. Assists in the coordination of department staff services, such as personnel, purchasing, storekeeping, public relations and office management. Conducts administrative research and long-range planning studies on special management activities. Assists with department budget preparation and monitoring. Represents the department head at staff meetings and some conferences; acts as liaison to designated private agencies and organizations. Perform other duties as requested.

10WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Business Administration, Liberal Arts, or a related field.

12MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of administrative experience is required. Professional administrative experience may be substituted for the education requirements on a year-for-year basis.

13MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2)

14PREFERENCES

Preference will be given to applicants with software experience in Microsoft applications (i.e. Word, Power Point, Excel, Access and Outlook). Also preference will be given to applicants with knowledge of Contract administration, RCA processing, CIP design and construction activities.

15SELECTION/SKILLS TESTS REQUIRED

None

16SAFETY IMPACT POSITION

☒Yes ☐No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 17

\$992 - \$1,404 Bi-Weekly

\$25,792 - \$36,504 Annually

18OPENING DATE

June 07, 2006

19CLOSING DATE

June 13, 2006

20APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer

